



DEPARTMENT OF THE NAVY

OFFICE OF THE SECRETARY  
WASHINGTON, D.C. 20350

SECNAVINST 5200.29B  
OP-09B15

4 AUG 1983

SECNAV INSTRUCTION 5200.29B

From: Secretary of the Navy

Subj: Review of proposed administrative issuances

(R)

Ref: (a) SECNAVINST 5215.1C  
(b) OPNAVINST 5214.7  
(c) OPNAVINST 5213.1B

(R)

1. Purpose. To provide for centralized review of proposed administrative issuances in compliance with policies and procedures contained in reference (a).

(R)

2. Cancellation. SECNAVINST 5200.29A and OPNAVINST 5200.19D. Report control symbol OPNAV 5214-1 and form OPNAV 5214/10 (Rev. 9-81) are contained in reference (b).

(R)

3. Definitions

a. Administrative issuances. All instructions, notices, and change transmittals (the directives system); administrative publications and manuals; general messages; and messages and correspondence containing material prescribing or establishing policy, organization, conduct, methods, or procedures requiring action or setting forth information essential to the effective administration of activities.

b. Reporting requirement. An organized set of interrelated resources, processes, and procedures (manual or automated) designed to provide information to support operations or decision making.

(R)

c. Form. Any document, including letters, post cards, and memoranda, printed or otherwise reproduced with space for filling in information, descriptive material, or addresses; or any format designed to structure the arrangement of such information. Certain printed items without fill-in space, such as contract provisions, instruction sheets, notices, tags, labels, and posters, may be treated as forms to identify and control them for referencing, printing, stocking, and distributing, but do not come within the definition of forms as used in this instruction.

(A)

4. Objectives. To improve the effectiveness, economy, and expeditious handling of administrative issuances; to reduce the volume of paperwork; to allow only essential distribution; and, to facilitate the publication of the Consolidated Subject Index of Instructions and the Checklist of Effective Instructions.

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5. Action. Addressees will:

- R) a. Refer proposed administrative issuances in the categories listed below to the Assistant Vice Chief of Naval Operations/Director of Naval Administration (OP-09B) for review and clearance:
- R) (1) SECNAV and OPNAV administrative issuances including ALNAV, ALNAVSTA, ALSTACON, ALSTAOUT, NAVACT, and NAVOP general messages.
- (2) Administrative issuances to be distributed to all Ships and Stations (Parts 1 and 2 of the Standard Navy Distribution List).
- (3) Administrative issuances which require a report outside the chain of command of the originator.
- (4) Administrative issuances which levy a reporting requirement on a component of the Operating Forces (except those levied by the Commandant of the Marine Corps on Marine Corps units).
- b. Coordinate with the Commandant of the Marine Corps (Code HQSP-3) all administrative issuances which levy a reporting requirement upon the Marine Corps.
- A) c. Have administrative issuances reviewed by the originating command's directives, reports, and/or forms management staff, as appropriate, prior to submission to the Chief of Naval Operations.
- A) d. Prepare administrative issuances containing a form or a reporting requirement in accordance with the policy and procedures identified in references (b) and (c), respectively.
- e. Allow sufficient time for review when planning coordination and approval of an issuance. Additional time should be allowed when technical data are included in the issuance, when new or revised forms are required, or if the matter under consideration is controversial.
- f. Ensure that all appropriate classification markings are applied to identify information which requires protection. To ensure that such determinations and markings are correctly made, classified instructions, notices, change transmittals, administrative publications, manuals and general messages shall be reviewed by CNO (OP-009P) for security classification.

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g. Coordinate proposed administrative issuances with the Director, Naval Records and Information Management Division (OP-09B1) in draft form. To expedite the process, the following must accompany the proposed administrative issuance: references, enclosures, the superseded document(s), and any document from higher authority which requires implementation. On an individual basis, special, one-time, high priority, or time urgent requirements may be approved without formal review. In such cases, notification and approval action may be processed by telephone. However, the requester will retroactively submit required documents to OP-09B1.

(R)

h. Maintain appropriate control and monitoring procedures within the organization to ensure that the policies and procedures set forth in this directive are accomplished.

6. Exemptions. The following administrative issuances are exempt from the provisions of this instruction:

- a. Communications actions on declaration of war.
- b. Compromises of classified information.
- c. Information concerning imminent danger to life, health, or property arising from dangerous or defective material.
- d. Defense conditions or alerts of a service-wide nature.
- e. MINIMIZE establishment or cancellation.
- f. Status changes for Communications Security Material System (CMS) items and cryptographic keying material.

(A)

(A)



**R.H. CONN**  
Deputy Under Secretary of the Navy  
(Financial Management)

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